



**FAIRFIELD GONZALES**  
COMMUNITY ASSOCIATION  
the place to connect

## **JOB POSTING: Early Years Coordinator**

Posting date: **3 July 2018**

Application deadline: **27 July 2018 or until a suitable candidate is found**

Anticipated start date: **20 August 2018**

The FGCA is a non-profit charitable society governed by a Board of Directors. We are a multi-faceted community organization that runs licensed programs (preschool, out-of-school care and daycare) and community programs and services for individuals of all ages and stages. Here at the FGCA our mission is to create a collaborative, inclusive, sustainable and connected community.

Reporting directly to the Co-Executive Director, the Early Years Coordinator is an ongoing, year round position that is responsible for the oversight of our Early Years and Family Programs.

### **Responsibilities**

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- Support related FGCA activities events and generally promoting the mission of the association
- To oversee the operation of two Preschool Programs, Family Programs and the All Day Child Care Program so as to maintain their effectiveness, fiscal viability as quality early years programs
- To lead a team of 8-9 Early Childhood Educators by support their program delivery
- To lead the planning, ongoing development and implementation of low-cost or donation-based family oriented programs (Parent and Tot; Laugh, Learn & Lunch; Kinderym; Babywearers Meet-up) for children aged birth to 6 years.
- To be responsible for legal and licensing compliance and adequate equipping of the facilities that house FGCA childcare programs in collaboration with the FGCA Rec & Facility Coordinator
- To be an advocate for the participants (children and caregiver) with particular attention to participants with special needs or circumstance which increase their barriers to service
- To create collaboration between programs that takes into consideration all the different programs' needs and visions
- Fostering autonomy within each individual program

### **Qualifications**

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- Must hold a valid ECE Certificate
- Relevant work experience with children aged 0-5 in a licensed child care setting
- Relevant work experience supervising a team
- Self-directed and confident when delivering quality early years programs
- Excellent inter-personal and customer service skills
- Solid record management skills and computer skills including experience with server based network and MS Office
- Strong written and oral communication skills
- Standard First Aid and CPR (C)

### **Hours and Compensation:**

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**Rate of Pay:** \$22.50-\$23.25/hour (\$22 during the three-month probationary period)

**Benefits:** Extended Health Benefits (after 3-month probation period), professional development opportunities, sick days, paid vacation time (2 weeks to start), work cell phone, travel stipend of \$50 per month, and a supportive and collaborative, community focused work environment.

**Hours of Work:** 30-32hours/week, Monday-Friday, Shifts scheduled between 8am and 5:45pm.

*\*For a detailed Job Description please visit our website at [www.fairfieldcommunity.ca](http://www.fairfieldcommunity.ca)*

*Interested individuals are requested to forward their resume (with cover letter) to Kristina Wilcox via e-mail ([kwilcox@fairfieldcommunity.ca](mailto:kwilcox@fairfieldcommunity.ca)) or in person at the Fairfield Community Place (1330 Fairfield Road) during our administrative hours. We thank all applicants but only those shortlisted will be contacted.*